

## Kshirabdhya Tanaya Mishra



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An accomplished Human Resource professional more than 7 years of experience in Manpower Planning, Recruitment, employee payrolls, compensation and benefits, performance appraisal, training and development, HR policies and procedures development and implementation, employee engagement, general administration, statutory compliances etc. handled complete HR Generalist profile. Currently associated with Compass IT Solution and Services Private Limited, Bangalore as HR Generalist.

### Key Skills

- ✦ Strategic & Operational- HR
- ✦ Talent Acquisition (Hire to Retire)
- ✦ Payroll Management
- ✦ Statutory Compliance Management
- ✦ HR/ Company- Policies & procedures, Drafting and Implementation
- ✦ Compensation & Benefits Management
- ✦ HRIS, HO - HR Audits Compliance
- ✦ Compliance Manager (Tool)
- ✦ IMS services
- ✦ Employee Engagement
- ✦ Organization Design & development
- ✦ Vendor Management Service
- ✦ Personnel Administration
- ✦ Digital & social media Marketing

### Technical Skills

- ✦ Good in excel function like VLOOKUP, PIVOT TABLE and other various excels formulas.
- ✦ Excellent in MS Word, MS PPT.
- ✦ Handled HRMS software to manage all the employees data's (personal filling in software).
- ✦ Good in computer skill like operating system Windows 98, 2000, XP Windows 8 ect...all updated version well versed.



## Current Profile Summary

**HR Generalist - Compass It Solution and Services pvt. Ltd. From 2<sup>nd</sup> Jan 2019 till date.**

I'm responsible for many activities like; including planning, directing and coordinating HR activities. The major duties of the job involve recruiting, induction, employee compensation, employee relations and grievance issues, identifying training needs and implementing it, Policy creation and statutory compliance.

➤ Pre and Post Recruitment Process

- Recruitment
- Identify staff vacancies and recruit, interview and select applicants.
- Coordinate, negotiate and liaise with employment agencies for recruitment and interview schedules.

➤ Complete new Joining Formalities

On boarding process & Induction

- HR Filing,
- Offer Letters.
- Appointment Letters , Confirmation ,Conducting Mid-probation checks.
- Creation of new joiner files.
- Complete maintenance of new joiner and resignee register.

➤ MIS

- Performance appraisal related MIS.
- Maintaining employees master record.

➤ HRD Circular

➤ Maintaining various Tracker as follow below

- Documentation tracker.
- Training tracker.

CTC Master

➤ Attendance process

- Monitoring and handling Attendance & Leaving Trackers ○ Late Attendance
- Overall attendance analysis review.
- Creation of salary structure & Salary processing and Salary inputs
- Updating details in salary details on a monthly basis (Excel sheet for HR Records).

➤ Annual Appraisal

- Assign KPI's to the all employees
- Mid-year & annual appraisal process co-ordination, expectation setting and closure of exercise By 360 degree and TAPS.
- Announcement in mail Do and Don'ts & Issuing increment letters

➤ Statutory process

- Maintaining all Legal Records / Registers (FORM Q,P,D,S,R, S,T)
- Monitoring & Maintaining Challan's (PF, ESIC, and PT), from our consultant.
- Preparation of Festival Holiday list, lie to respective states.
- Maintenance of Statutory compliances and liaising with government officials.

➤ Grievance handling.

- Established good HR relationship with all the branch heads in order to address their grievances. Provides feedback to the management to enhance a better and cordial working environment.
- Answering queries of employees and resolving day-to-day issues & grievances.

- Policy Creation.
- Trainee & Probation appraisal & confirmation.
- Employee Engagement.
  - Organizing of Team Building activities
  - Birthday Coordination's.
  - HR News Letter / HRD Articles
  - Sports and event organizing
  - Best Employee Reward (Quarterly).
- Employment Verification.
- Mediclaim Process. ( Coordinating with GH insurance Team )
- Exit Process (Full and final & PF and Gratuity settlement).

## **Work Experience**

- HR Generalist – “Compass IT Solution and Services Pvt. Ltd.”( JAN 2019 till date )
- Executive – Digital Marketing with “M-Link Publications” ( APR 2016 to AUG 2018 )
- Executive - HR Staffing & Payroll with “Talent pro India Hr Pvt Ltd” ( Jun-2008 – Nov-2010 )
- HR Payroll Executive with “Adroit Consulting” ( Nov-2007 to May-2008 )
- HR Payroll Executive with “Seventy MM Pvt Ltd” (Sep-2006 to Oct-2007 )

## **Education**

- IATA From Christ College, Bangalore - 2006
- MBA Tourism with HR From Regional College of Management, Bhubaneswar, Utkal University, Odisha.( 2003 – 2005)
- B.Com From Khallikote college, Berhampur, Bhanja Bihar University, Odisha (2000 – 2003
- C.H.S.E From S.B.R Women's college, Berhampur, Odisha, 2000

## **Personal Details**

- Date of Birth: 20-Jun-1982
- Languages Known: English, Hindi, Odia, Bengali.
- Address: 34, 9th Cross, HBR Layout, 1st Stage, 2nd Block, Bengaluru – 560043, Karnataka, India